

ADMINISTRATIVE - INTERNAL USE ONLY

(This notice is current until rescinded)

NOTICE NO.

LN 7-3

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MANAGEMENT

16 April 1979

POLICIES AND PROCEDURES TO IMPROVE THE CONIF III
SYSTEM AND PROCESSING OF CONTRACTOR INVOICES

1. The purpose of this joint Office of Finance (OF) and Office of Logistics (OL) notice is to set forth agreements and understandings between the two offices related to procedures to improve the CONIF III system and the processing of contractor invoices.

2. The agreements and understandings are as follows:

A. Withholding Provisions

The only mandatory withholding requirement in the Agency contract "General Provisions" is set forth in Section F (Time and Material Provisions) under Article 5 entitled "Payments." All other provisions require a determination by the contracting officer that the right to withhold be invoked. Effective with the issuance of this notice, the Audit and Certification Division, OF (A&CD/OF), will withhold amounts from contractor's invoices only when the contracting officer invokes the right to withhold by submission of the appropriate data on Form 1218, "Procurement Justification and Routing Sheet," to the OL/Procurement Management Staff (OL/PMS) CONIF input team for input into the CONIF system. The code NWITH shall be typed on Form 1218 if no withholding is required.

B. Type Payment

This information is no longer required to be included on Form 1218. All payments out of CONIF will be made by Treasury check. If there are special circumstances which would require issuance of a cashier's check, the contracting officer should make special arrangements with Chief, A&CD/OF.

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C. Payment Information - Secure Data for Payment

This information is no longer required to be provided on the Form 1218. The OL/PMS CONIF input team, in cooperation with the OL Security Staff (OL/SS), will input the payment information, based upon OL/SS approved vendor addresses for both SC-0 and SC-1 contracts. Contracts requiring special payment provisions must be coordinated with OL/SS.

D. Financial Information

The FAN, ORN, LCN, Cost Center, and SOC financial data applicable to Forms 2420 and 88 are no longer required on the Form 1218. This data will be entered into the CONIF/GAS system by the operating components' budget and finance officers.

E. Original Contract

The requirement for distribution of an "original" contract under OF Notice 12-77, dated 1 June 1977, is hereby waived. A copy of the signed contract will suffice for purposes of documenting and recording contractual obligations. To save dollars and conserve storage space, a copy of the "General Provisions" is no longer required to be distributed to OF with each contract. OL/PMS is responsible for providing copies of current "General Provisions" to the various OF components which have a need to maintain a master file. Contracting officers are responsible for ensuring that each contract incorporates the appropriate "General Provisions" and cites the date of issue.

3. It is expected that the implementation of the above agreements and understanding will materially improve the CONIF system and contribute toward a more efficient process for payment of contractor invoices.

[Redacted Signature]

James H. McDonald
Director of Logistics

[Redacted Signature]

Edward L. Sherman
Director of Finance

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